

# Syllabus for HIMT 330

## Healthcare I: Terminology & Body Systems

### Course Instructor

### Course Description

This course examines medical terminology and vocabulary used by a variety of workers in healthcare and public health. The focus of this course is on medical and clinical terminology that broadly relates to human anatomy and physiology, body systems, and diagnoses. The bases of medical terms will be examined, such as prefixes, suffixes, roots, combined forms. Topics will also include healthcare taxonomies and nomenclatures (ICD 9-CM, ICD-10, etc.).

**Prerequisites:** None

### Course Learning Objectives

The primary course objective is to be able to read and understand the language of medicine. Upon successful completion of this course you should be able to:

- Form medical terms by combining prefixes, suffixes, and root words.
- Associate medical terms with specific body systems.
- Recognize and define diagnostic and symptomatic terms.
- Distinguish common medical abbreviations and acronyms.
- Choose and define medical terms from appropriate sources.
- Summarize and correctly interpret medical-/clinical-related materials.
- Describe designated diagnostic testing procedures (laboratory, X-ray, surgical, pharmacy, etc.).
- Identify and interpret terms related to specialty areas such as coding and administration.
- Evaluate the quality of medical literature available in print and Internet format.

### HIM Curriculum Competencies

While not addressing any competencies directly, the course provides critical foundation knowledge for the program's management courses and prepares students for health care management and administration courses at the master's degree level.

# Required Textbook

## Course Activities

### Textbook Readings

We will cover approximately one to two textbook chapters each week and occasionally additional topics. Assignments related to the chapter topics will include the following:

### Study Guides and Presentations

There will be a study guide and one to two presentations for each textbook chapter and/or topic.

Additional learning resources provided by the textbook publisher are available online at [http://davisplus.fadavis.com/health\\_professions/Medical-Terminology](http://davisplus.fadavis.com/health_professions/Medical-Terminology).

### Quizzes

**Fifteen (15) quizzes** will be given during the semester. Each quiz will address the content as specified in the course calendar. Each quiz will consist of 25 questions/definitions regarding medical terms. One point will be earned for each correct question/definition. Please note that each quiz will be timed and you have only one chance to complete the quiz. Quizzes will usually be available starting the Monday of the week the chapter is assigned and will remain available until the Friday of the following week. It is your responsibility to check the beginning and ending days and times for the quizzes. **Missed quizzes will not be reset. At the end of the semester, the two lowest quiz scores will be omitted when calculating the final grade for the course.**

Quizzes determine 30% of the final grade earned for the course.

### Midterm and Final Exams

Two comprehensive exams, a midterm and a final, will be given during the course and will be found in the Quizzes section of D2L. Further information regarding the midterm and final exams will be posted at a later time. The point value of each exam is between 150 and 300 total points per exam. **Release date** and **completion date** for these two exams can be found in the course calendar. It is your responsibility to complete the midterm and final exam within the designated time frame.

Each exam is 20% of the final course grade.

### Written Assignments (4)

**All four written assignments are required.** The purpose is to help reinforce terminology within the context of written clinical cases/ studies. Specific guidelines, grading rubrics, and dates due for each assignment are available in the content of D2L.

- Written Assignment 1: Meet and Greet
- Written Assignment 2: Short Informative General Information Subject Research
- Written Assignment 3: Article Review – Case Study
- Written Assignment 4: Article Review – Experimental Study

Written assignments are 20% of the final course grade.

### Terminology Challenge Assignments (4)

Four terminology challenges will be assigned. These are short assignments pertaining to some aspect of medical terminology presented in designated chapters. Some examples of topics include reading a short paragraph to detect spelling, grammar, or combining-form usage errors; determining/interpreting the ICD code for designated diseases; and listing symptomatic terms for a designated disease/disorder. Each assignment will be worth 30 points.

Terminology challenge assignments will determine 10% of your final course grade.

## Course Outline

- Lesson 1: Basic Elements of a Medical Word
- Lesson 2: Suffixes and Prefixes
- Lesson 3: Body Structure
- Lesson 4: Integumentary System
- Lesson 5: Gastrointestinal System
- Lesson 6: Respiratory System
- Lesson 7: Cardiovascular System
- Lesson 8: Blood, Lymph, and Immune Systems
- Lesson 9: Musculoskeletal System
- Lesson 10: Urinary System
- Lesson 11: Female Reproductive System; Male Reproductive System
- Lesson 12: Endocrine System
- Lesson 13: Nervous System
- Lesson 14: Nervous System - Additional Terms
- Lesson 15: Special Senses

## Course Policies

The News tool in D2L will be used as a means of communication. Please check it regularly to keep current. The syllabus, schedule, and assignments are all subject to

change. Any changes or additional information affecting the course as a whole will be communicated in News.

Please use contact your instructor via email for any necessary individual communication. You may email your instructor with any questions or concerns you may have. Your instructor will make every effort to address your concerns within a reasonable time (within two weekdays, Monday through Friday). However, do not expect an instant answer and please be patient.

Grades will be available to you in the Grades area of D2L.

Any necessary communication regarding assignments placed in the Dropbox will be posted through feedback in the Dropbox. Please use Microsoft Word or PDF files when submitting written work.

Legitimate emergencies do occur and may prevent the completion of course work by the designated time. Please inform me as soon as possible when emergency situations occur and indicate your plans for completing the work. Extension of the completion time will be considered on an individual basis.

- 15 quizzes
- 4 written assignments/article summaries and reviews
- 4 Terminology Challenge assignments
- Midterm exam
- Final exam

Assignments are due in the D2L dropbox by the date and time indicated on the course calendar. Late assignments will lower your grade by half a letter grade for each day the work is late.

## Grading

- Quizzes: 30%
- Written assignments/article summaries and reviews: 20%
- Terminology Challenge assignments: 10%
- Midterm exam: 20%
- Final exam: 20%

## Grading Scale

A	90-100%
B	80-89.9%
C	70-79.9%
D	60-69.9%
F	<60%

# Course Calendar

All assignments and quizzes are due at 11:59 PM, central time, on the day given in the calendar.

<b>Week</b>	<b>Background Reading &amp; Presentations</b>	<b>Activities</b>
1 Sept. 6	<b>Basic Elements of a Medical Word - Chapter 1</b> Study Guide 1 Lesson 1 presentation	Quiz 1 Unlimited access; grade does not count toward final grade) Written Assignment #1 Due Sept. 11 - Dropbox
2 Sept. 12	<b>Suffixes - Chapter 2</b> Study Guide 2 Lesson 2 presentation	Quiz 2 Available Sept. 12 - Sept. 23 Terminology Challenge Assignment #1 Due Sept. 23 - Dropbox
3 Sept. 19	<b>Prefixes – Chapter 3</b> Study Guide 3 Lesson 3 presentation	Quiz 3 Available Sept. 19 - Sept. 30
4 Sept. 26	<b>Body Structure - Chapter 4</b> Study Guide 4 Lesson 4A Presentation Lesson 4B Presentation	Quiz 4 Available Sept. 26 - Oct. 7 Written Assignment #2 Due Sept. 30 - Dropbox
5 Oct. 3	<b>Integumentary System - Chapter 5</b> Study Guide 5 Lesson 5A presentation Lesson 5B presentation	Quiz 5 Available Oct. 3 - Oct. 14
6 Oct. 10	<b>Digestive System - Chapter 6</b> Study Guide 6 Lesson 6A presentation Lesson 6B presentation	Quiz 6 Available Oct. 10 - Oct. 21 Terminology Challenge Assignment #2 Due Oct. 14 - Dropbox
7 Oct. 17	<b>Respiratory System - Chapter 7</b> Study Guide 7 Lesson 7A presentation Lesson 7B presentation	Quiz 7 Available Oct. 17 - Oct. 28 Written Assignment #3 Due Oct. 21 - Dropbox
8 Oct. 24	<b>Cardiovascular System - Chapter 8</b> Study Guide 8 Lesson 8A presentation	Quiz 8 Available Oct. 24 - Nov. 4

	Lesson 8B presentation	
9 Oct. 31	<b>Blood, Lymph, Immune System - Chapter 9</b> Study Guide 9 Lesson 9A presentation Lesson 9B presentation	Quiz 9 Available Oct. 31 - Nov. 11
		Midterm Exam – Chapters 1-9 Available Nov. 3 - Nov. 8
10 Nov. 7	<b>Musculoskeletal System - Chapter 10</b> Study Guide 10 Lesson 10A presentation Lesson 10B presentation	Quiz 10 Available Nov. 7 - Nov. 18 Terminology Challenge Assignment #3 Due Nov. 11 - Dropbox
11 Nov. 14	<b>Urinary System - Chapter 11</b> Study Guide 11 Lesson 11A presentation Lesson 11B presentation	Quiz 11 Available Nov. 14 - Nov. 25 Written Assignment #4 Due Nov. 18 - Dropbox
12 Nov. 21	<b>Female Reproductive System - Chapter 12</b> <b>Male Reproductive System - Chapter 13</b> Study Guide 12 Lesson 12A presentation Lesson 12B presentation	Quiz 12 Available Nov. 21 - Dec. 2
13 Nov. 28	<b>Endocrine System - Chapter 14</b> Study Guide 13 Lesson 13A presentation Lesson 13B presentation	Quiz 13 Available Nov. 28 - Dec. 9
14 Dec. 5	<b>Nervous System - Chapter 15</b> Study Guide 14 Lesson 14A presentation Lesson 14B presentation	Quiz 14 Available Dec. 5 - Dec. 16 Terminology Challenge Assignment #4 Due Dec. 9 - Dropbox
15 Dec. 12	Continue/finish <b>Nervous System - Chapter 15</b> <b>Special Senses – Chapter 16</b> Study Guide 15	Quiz 15 Available Dec. 12 - Dec. 22
16 Dec. 19	<b>Final Exam</b>	Available Dec. 16 - Dec. 22  <b>Must be completed by 11:59 PM on Dec. 22. NO EXCEPTIONS!!!!</b>

